Recycling and Waste Minimization

OVERVIEW

Washington State University encourages waste minimization, reuse, and the recycling of waste materials at all campuses in order to conserve energy, recover resources, protect the environment, and reduce disposal costs.

- WSU seeks to provide an exemplary teaching, research, and outreach environment that fosters the conservation of natural resources, supports and enhances social responsibility, addresses community and economic development, and follows environmental, social, and economic practices. (EP24)

- State law requires state agencies to set an example by implementing aggressive waste reduction and recycling programs at agency workplaces and by purchasing products that are made from recycled materials and are recyclable. (RCW 70.95.010)

- State law requires state agencies to implement recycling programs at official gatherings and sporting events. (RCW 70.93.093)

Waste Minimization

Waste minimization is the most beneficial waste management practice in terms of energy conservation, environmental benefits, and cost effectiveness. Examples of suggested waste minimization practices are:

- Avoiding single use containers. Using refillable bottles or mugs.

- Buying in bulk and avoiding purchasing individually packaged items.

- Replacing paper documents with online alternatives wherever possible.

- Reusing and/or redistributing packing materials.

- Reducing unwanted bulk mail from off-campus sources.

- Printing multi-sided whenever possible.

Reuse

University-owned property that is no longer needed may still have value to the University. The University's redistribution and disposal department, Surplus Stores, is responsible for redistributing, reselling, or recycling such items (BPPM 20.76). One WSU department may transfer and/or sell equipment to another (BPPM 20.80).
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Reuse (cont.)

Items that still have useful life are available to University departments, state agencies, nonprofit agencies, and the public at Surplus Stores. For more information, see BPPM 20.76 and the Surplus Stores website:

surplus.wsu.edu/default.aspx

WSU Pullman Campus

Recycling

At the WSU Pullman campus, Facilities Services, Waste Management provides recycling services in addition to other waste management services.

All buildings at the WSU Pullman campus are equipped with centralized recycling locations. Facilities Services Waste Management Services provides the recycling containers. Departments may submit routine service requests for recycling containers and waste dumpsters by:

- Online request at:
  myfacilities.wsu.edu/
- Telephone to 509-335-9000

Waste Management offers special event recycling and waste management. The department or organization that sponsors the event is responsible for the cost of managing the waste generated by the event. The fee charged covers the cost of the services provided by Waste Management. For more information, contact Waste Management; telephone 509-335-4530.

Non-Pullman Locations

Non-Pullman WSU locations rely on municipal or commercial centers for recycling services.

WSU Spokane

For information regarding recycling at the WSU Spokane campus, see the Facility Services Recycling website at:

spokane.wsu.edu/facilities/environmental-health-and-safety/recycling/

WSU Tri-Cities

For information concerning recycling at the WSU Tri-Cities campus, see the Recycling website at:

www.tricity.wsu.edu/recycling/
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WSU Vancouver
For information regarding recycling at the WSU Vancouver (WSUV) campus, see the WSUV Campus Sustainability website at:

admin.vancouver.wsu.edu/facilities-operations/WSU-Vancouver-campus-sustainability

If additional assistance is needed, contact WSUV Facilities Operations; telephone 360-546-9000.

Other Non-Pullman Locations
For information regarding recycling at other non-Pullman locations, contact the department's building manager.

PROCEDURES (WSU PULLMAN)

Nonresidential Building Recycling
In each nonresidential building and at outdoor locations at WSU Pullman, Waste Management collects recyclable materials. Recycling containers are placed at centralized locations. Individuals or departments are responsible for emptying desk, office, or work area recycling and waste containers into the proper building containers.

Recycling in academic and administrative buildings consists of comingled recycling, office paper and cardboard. Cardboard boxes should be taken to the building cardboard dumpster or cart which is normally adjacent to the waste dumpsters. For lists of accepted recyclable and unaccepted nonrecyclable materials, see Accepted and Unaccepted Materials (WSU Pullman Only).

NOTE: Do not place nonrecyclable materials in recycling containers. Contaminated containers or food-coated containers may be discarded as waste.

Confidential Material
Any material containing confidential information must be shredded. See BPPM 90.01, 90.05, 90.06, and 90.07 regarding identification and disposition of confidential materials.

Waste Management provides locked bins or special pick-ups of large volumes, upon request, to gather confidential materials for pickup and shredding. For service:

- Submit an online request at:
  myfacilities.wsu.edu/
- Contact Facilities Services; telephone 509-335-9000.
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### Construction Waste

Waste Management manages the removal of recyclable and nonrecyclable materials from University construction projects. This service is available to departments and private contractors working on University projects at the WSU Pullman campus.

Waste Management provides dumpsters and roll-off containers to gather construction materials for pickup and recycling. For more information, including service costs and service requests:

- Submit an online request at: myfacilities.wsu.edu/
- Contact Facilities Services; telephone 509-335-9000

### Used Printer Toner Cartridges

WSU buildings have separate containers for used printer toner cartridges located at centralized recycle stations. Departments may request the pickup of toner cartridges by:

- Submitting an online request at: https://myfacilities.wsu.edu/
- Contacting Facilities Services; telephone 509-335-9000

### University Residence Hall and Apartment Building

At each University residence hall and University apartment building at WSU Pullman, Waste Management collects recyclable materials. Residents are responsible for placing recyclable materials in the appropriate containers located outdoors adjacent to the building waste receptacles. See below for a list of accepted and unaccepted materials.

### Accepted and Unaccepted Materials (WSU Pullman Only)

The following lists apply to recycling at WSU Pullman only. (For information regarding accepted and unaccepted recycling materials at non-Pullman locations, see [Non-Pullman Locations](#).

#### Accepted Materials (Recyclable)

Accepted, recyclable items include:

- Corrugated cardboard and paperboard. *Flatten boxes and remove packing materials.*
- All numbered plastics
- Aluminum cans and foil
- Tin, steel, and metal cans
- Aerosol cans (empty)
- Small pieces of scrap metal
- Pots, pans, and metal containers
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Comingled Recycling (cont.)

- Newspaper
- Cardboard and paperboard - *in small quantities if separate container is not available*
- Office paper - *if separate container is not available*
- Non-coated paper products
- Pizza boxes - *remove all food items*

Office Paper

- White and color (e.g., pastels) paper

Nonrecyclable Materials

Place nonrecyclable items in trash containers. Nonrecyclable materials are a contaminant in recycling containers. Contaminated materials may provide a health risk to employees handling the materials and attract vermin and disease vectors. Excessive contamination may cause recyclable materials to be discarded as waste. Nonrecyclable items include:

- Garbage
- Plastic bags
- Glass
- Styrofoam
- Unnumbered plastic
- Items contaminated with food or other substances
- Plastic, foil coated, or laminated paper
- Photographs
- Ceramics and dishes
- Light bulbs
- Syringes
- Hazardous waste containers
- Biodegradable plastics
- Tissues and hand towels
- Paper clips
- Electronics (Recycled through Surplus Stores; see BPPM 20.76)
- Overhead transparency materials
- Carbon paper
- X-rays
- Rubber bands
- Microfiche

For more specific information or questions contact Waste Management Recycling; telephone 509-335-4530.

Batteries

Batteries must be disposed of accordance to the procedures in *SPPM 5.66*. For questions, contact Environmental Health and Safety (EH&S); telephone 509-335-3041.